



# NNMC FALL 2020 OPERATIONS PLAN



Office of the President  
Northern New Mexico College

## NORTHERN NEW MEXICO COLLEGE FALL 2020 OPERATIONS PLAN

### Executive Summary

Northern New Mexico College (NNMC, or Northern) students, faculty and staff have performed remarkably well in response to the Covid-19 pandemic crisis. The College was the first in the state to move its operations into online and/or virtual modalities and was the first in New Mexico to announce that its operations would continue in this capacity in the fall (President Bailey made the announcement to our college community on May 26). We made this decision not only for the health and safety of our students, faculty and staff, but for the health and safety of our entire community. We are conscious of the fact that many members of our Northern college team live with friends and loved ones who are particularly susceptible to the virus, and that a more holistic, community-minded approach to this public health crisis was required.

As NNMC approaches the fall semester, we plan to offer our entire curriculum online. The College will make exceptions only for courses that cannot be taught in a virtual or online environment, and only for programs where the timeliness of student graduates is paramount to the state (nursing is the quintessential example). In those cases, the College will make every effort to mitigate all related health and safety risks by ensuring proper equipment, processes and procedures are available and in place.

### Academics and Student Services

Northern is leveraging a combination of existing structures and tiered levels of assistance to educate students, and to support faculty in remote teaching endeavors. Over the last two years, NNMC enhanced its Distance Education infrastructure and capacity in anticipation of a substantial change request to offer fully online programs that will be submitted this summer. As a result, NNMC employs a peer review system to guarantee course quality and achievement of Quality Matters (QM) standards in hybrid and fully online classes. More traditional face-to-face courses all have an existing Blackboard shell that many faculty members have used to enhance their courses. Thus, the majority of the faculty members have received training and are familiar with the learning management system.

Upon the decision to transition to emergency remote operations in the Spring of 2020, Northern conducted two surveys: one geared toward students and their technology needs, and one geared toward faculty to assess needs for support structures. As a result, 38 students (who met predefined needs) were provided with college purchased Chromebooks on a no-cost loan basis. This program will extend into the Fall semester. Moreover, new laptops have been provided to all full-time faculty who had old devices or had none at all; the College also supplied 19 jetpacks for internet access. Ten hotspots were added to various locations around campus to allow students an additional place to connect to Wi-Fi, and individual hotspots and jetpacks are being procured to assist students with no reliable internet access at home.

The Information Technology and Distance Education departments are currently evaluating video content management systems with the goal of implementation as soon as possible. The chosen product will complement and integrate with Blackboard, allowing faculty to easily store, discover, view, and create video content.

In further response to the faculty survey, basic Zoom and Blackboard training have been expanded. Faculty requested further resources in online pedagogy, and the College has been able to fund 15 faculty members so far.

In addition to existing QM standards, technology training, and required postings; the Office of the Provost and Departmental Chairs partnered to create guidelines and additional resources for faculty making the transition to remote learning. If more personalized assistance is needed, faculty who are highly experienced in online teaching will serve as mentors and coaches to faculty who have not completed formal training.

NNMC faculty have also proactively adopted virtual alternatives to the labs. The alternatives include commercial virtual simulators, projects in the form of peer-reviewed journal research, and clinical observations via streaming media. A few Nursing labs and STEM labs will be delivered face-to-face in a condensed period of time while maintaining best practices in terms of PPE usage and social distancing practices. NNMC is currently developing the protocols for these few instances where a minimal physical presence on campus is required to maintain the standards of the course. Additionally, the animal research lab will require permitting access to the two faculty members per IACUC regulations.

The institution will continue to offer uninterrupted technical support to students and faculty via the Distance Education center and the Eagle Techs (IT student technicians) who offer support and technical assistance to students, faculty, and staff with Blackboard, Zoom, and Google Suite. The Advisement Center also serves as a point of contact for students who request access to computers or the Internet in case they are unable to access these resources remotely. Initially, students can call or email the Center to be assisted. Other support services such as tutoring, library support, care team, mental health counseling, and faculty office hours have been successfully delivered through Zoom, email, or phone during the Spring and currently this Summer.

NNMC academic and support departments such as the library and tutoring centers, experimented with the best ways to deliver services remotely during the Spring semester. These departments are reporting out what they find successful in order to provide better and more consistent support in the fall. They will continue to monitor the aforementioned structures and assistance solutions to ensure faculty have the support they need, and the institution collectively provides the most effective environment to facilitate student academic success.

Finally, Northern allows administrative withdrawals so students can be withdrawn from classes even after the completion of a course. If students are unable to continue activities or their academic performance is affected because of the crisis, this administrative withdrawal

policy will be used to guarantee academic rigor without jeopardizing the academic progress of the student or their financial aid.

### **Facilities and Campus Presence**

All public events involving Northern, or its personnel, have been postponed until further notice. Because NNMC does not have operational residence halls, there is no need for special accommodations for students living on campus. Individuals desiring access onto the facilities on our Española or El Rito campuses must first receive permission from either the President, Provost, or Vice President of Finance and Administration. These individuals are scheduled by the Executive Office Director on a common access calendar and coordinated with the Director of Security. The schedules are sometimes adjusted slightly to minimize the number of individuals on campus at any one time. Those individuals must sign in and out at specific Entry Control Points; the college keeps a log of dates, times, and individuals for each building so that anyone either testing positive for the virus in the future, or experiencing any symptoms, will generate an outreach and mandatory self-quarantine for any individuals who have been on campus during the affected times.

For individuals who are given access and prior approval to the campus, masks and social distancing are required. Those who refuse to comply with these guidelines may lose their right to future campus access. All individuals who enter the campus (with the exception of student testing and nursing, outlined in sections below) must enter through one north entrance of the administration building, must sign in, must submit to a temperature check, and respond to a basic questionnaire that informs the college if those entering the campus have been exposed to the Coronavirus or have traveled out of state or out of the U.S. Janitorial staff in the administration building monitor individuals' presence. Security personnel will also monitor campus behavior. Note: although student testing and nursing will have separate entry points to the campus, they still will be required to follow the temperature check and questionnaire protocols articulated above.

Currently, administrative and support staff from offices including the registrar, financial aid, cash control, payroll, accounts payable and receivable, and financial reporting have an intermittent presence in a limited area on campus only when required to maintain essential business functions. a majority of the Business Office Staff have performed their functions remotely through VPN, to limit on-campus time as much as possible. This will continue to ensure that accounts are paid to date; mailed in payments are accurately recorded and deposited; financial reporting remains current; fiscal compliance requirements of Federal and State Grants remain current; and, most importantly, that payroll is processed timely to avert financial hardship to our faculty, staff, and work-study students.

All Maintenance and Custodial Staff (MCS) have been directed to refrain from any and all contact with students, faculty, non-MCS staff and visitors that have been permitted onto either of our campuses; correspondingly, all personnel must refrain from approaching MCS while on

campus. The Facilities and Maintenance Director will continue to assign work to each MCS member, to include thorough cleaning protocols in all facilities where activity is planned or even potentially possible. The College has procured special cleaning devices such as sprayers and covid-compliant cleansers to sanitize all areas. Please note that MCS are not authorized to receive requests, assignments, or direction from anyone other than the Director of Facilities (this includes the President and both Vice-Presidents). Our custodians will be assigned to one building each while they work on campus. Custodians have been directed that they will not permit other staff, faculty or students to enter into their assigned respective buildings. Grounds Keepers and Facilities Technicians also will be assigned work only by the Facilities Director. In light of the fact that MCS continue to have much catch-up to do, no special requests for MCS services will be accepted until further notice. For individuals who have been given permission to be on campus, if a facilities emergency such as a leak, broken water line, etc., is discovered, they are required to report this to Security immediately and Security will ensure that the Facilities Director is notified. For additional safety precautions, with regard to our MCS employees, the minimum social distancing space requirement is 20 feet. This distancing requirement applies regardless of location (inside or outside). This will help NNMC ensure that we do everything possible to protect our MCS as well as other staff and visitors while they are on campus.

NNMC strictly controls college presence. Other than testing groups and nursing labs which will be addressed below, the college only permits 15 individuals on campus at one time. Approval to enter the campus must be obtained from executive management and security staff. Generally, all individuals that enter the campus must enter through one north entrance of the administration building, must sign in, must submit to a temperature check, and respond to a basic questionnaire that informs the college if those entering the campus have been exposed to the Coronavirus or have traveled out of state or out of the U.S. Janitorial staff in the administration building monitors individuals' presence. As individuals depart, their work areas are cleaned and disinfected. (All references to disinfection are to be construed as the process by which disinfecting solution is sprayed onto areas or offices as well as furniture and equipment.) This process is followed regardless of whether the individuals entering the campus are students, staff, faculty or visitors.

When individuals must enter a building other than the administration building, their presence is recorded and monitored by security staff. All individuals that enter buildings other than the administration building, must sign in or be signed in by security staff, must submit to a temperature check, and respond to a basic questionnaire that informs the college if those entering the campus have been exposed to the Coronavirus or have traveled out of state or out of the U.S. Once the person departs, janitorial staff will clean and disinfect the area that has been occupied. Janitorial staff is assigned to specific buildings that they are required to monitor, clean, and disinfect as necessary.

Hi-Set testing is conducted in the administration building. Testing is limited to 8 individuals and only 8 computers are available for testing. Students to be tested enter and depart through a separate entrance from other individuals. All individuals who enter the administration building for Hi-Set testing must sign in or be signed in by security staff, must submit to a temperature check, and respond to a basic questionnaire that informs the college if those entering the campus have been exposed to the Coronavirus or have traveled out of state or out of the U.S. After testing is complete, the students tested depart through a separate entrance from which they entered the testing area. Janitorial staff immediately cleans the entire area (including computer equipment) and then disinfects the area with disinfecting spray. No one may work or even enter the testing area until at least two days have lapsed between testing groups. As such, testing can only be conducted twice weekly.

The nursing program occupies a separate building. When nursing labs resume in the fall, students and faculty will be limited to one entrance point and will be limited to one exit point. All individuals that enter the nursing building for labs must sign in or be signed in by security staff, must submit to a temperature check, and respond to a basic questionnaire that informs the college if those entering the campus have been exposed to the Coronavirus or have traveled out of state or out of the U.S. A custodian will be assigned to the nursing building to ensure that bathrooms are regularly monitored, cleaned and disinfected. The custodian will clean and disinfect the lab between classes. Details for the nursing exceptions are outlined below.

### **Exception for Nursing Face-to-Face Courses**

Northern New Mexico College (NNMC) Department of Nursing and Health Sciences (heretofore referred to as “department”) is committed to ensuring the safety of our nursing students, faculty, and staff. The department follows recommendations and guidelines put forth from the Centers for Disease Control (CDC), the New Mexico Department of Health (NMDOH), and the American Association of Colleges of Nursing (AACN) for mitigating the risk of Covid-19 spread.

The guidelines set forth in this document reflect the recommendations from the aforementioned bodies and must be adhered to by all Associate Degree Program in Nursing (AND) students and faculty participating in simulation and/or skills laboratories.

#### *Guiding Principles to Keep in Mind*

1. Students will be required to test for Covid-19 on a designated date (TBD) before the start of nursing skills or simulation labs. A mobile testing unit will be on campus to perform the testing. This is a free service.
2. If a student tests positive for Covid-19 during this testing, they will need to withdraw from the ADN program for the fall 2020 semester and follow the protocol for self-isolation.

3. If at any time, during the course of nursing studies a student tests positive for Covid-19, the student will be required to withdraw from the nursing program.
4. Any student who is sick with Covid-19 symptoms (fever, cough, malaise, shortness of breath, loss of taste or smell) or has been potentially exposed to someone with Covid-19 is to follow CDC guidance to self-isolate or stay at home. The student will not be allowed to return to class until the student can verify absence of illness with a negative Covid-19 test.
5. Only students enrolled in nursing skills/clinical courses, nurse aide students, nursing faculty, and essential college and department support staff (facilities staff, Lab Assistant, Simulation Coordinator) will be allowed in the nursing building.
6. Cloth or medical face masks must be used when in the nursing building.
7. The cloth or medical face mask must cover the nose and mouth at all times. Do not touch the face coverings or face.
8. Adhere to social distancing of > 6 feet as appropriate. There may be instances when performing a skill (such as taking a blood pressure or listening to breath sounds) that social distancing of > 6 feet is not possible. In these instances, make sure to properly sanitize your hands before and after performing the skill.
9. Frequent handwashing with soap and water for at least 20 seconds is recommended.
10. If soap and water are not readily available, hand sanitizer that is at least 60% alcohol can be used.
11. Coughs and sneezes should be covered with a tissue or the inside of your elbow.
12. Used tissue should be thrown in the trash, and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not easily available, hand sanitizer that is at least 60% alcohol can be used.
13. Students are not allowed to drink from the nursing building water fountains or sink faucets. Students are advised to bring a water bottle with enough water to last them through the simulation or skills lab day.
14. Students are not allowed to eat in the nursing building. Meals can be eaten in the lawn area or in the car.

#### *Guidelines for Participation in Simulation and Skills Lab*

1. Students will arrive for the simulation/skills lab at the assigned time with either a cloth or medical mask on.
2. Students are not allowed to congregate in the nursing building. They must wait outside the building until the assigned clinical time.
3. Students will enter the nursing building through the north entrance (including sign in procedures as stated in the *Facilities* section above) and go up the stairs to the 2<sup>nd</sup> floor.
4. If the student is unable to climb the stairs to the 2<sup>nd</sup> floor, the student will be directed to the elevator. Only one person at a time will be allowed in elevator.

5. Upon arriving on the 2<sup>nd</sup> floor, students will answer screening questions regarding recent travel, symptoms, or possible exposure. Clinical instructors will perform and document the screening.
6. Students will have their temperature taken by the clinical instructor.
7. If a student has a temperature of 100.4 or above, answers “YES” to travel questions, has been in contact with a Covid-19 exposed person, or discloses COVID symptoms as described by the CDC, the student will be required to immediately return to their car and contact their primary care provider for further information and direction.
8. If the student has a negative symptom criteria assessment, the student will remove and store their cloth or medical mask, sanitize their hands, and don a required medical mask distributed by the instructor.
9. Items brought into the skills lab should be kept at a minimum. Students will be required to wipe down every item brought into the skills/simulation lab, including textbooks with disinfectant wipes.
10. Students are allowed to bring the program issued tote bag with individual supplies into the lab area if required by the instructor to do so.
11. Eight students will be allowed into the skills/simulation lab at a time
12. A medical mask will be issued to the students by the instructor for each skills/simulation experience.
13. Students will follow the procedures for the simulation/laboratory experience as outlined by their instructor.
14. At the conclusion of the experience, students will remove their medical mask and dispose of it as per protocol.
15. Students will sanitize their hands, redon their personal mask, and leave the nursing building through the north exit as soon as possible.
16. Cleaning and disinfecting of the simulation and skills lab areas will be conducted after each skills/simulation experience using EPA approved disinfectants against Covid-19. This will be coordinated with Facilities staff for MCS support.

Regularly Scheduled Classes that will be given Face-to-Face Exception					
Course name & sec number	Dates	Days and times	Instructor	# of students	rooms
NURS 1100L Nurse Aide Lab sec 201	8/17-12/11/20	Fridays 0900-1330	Jesse Emerson	8	204
NURS 1100L Nurse Aide Lab sec 202	8/17-12/11/20	Wednesday 0900-1330	Jesse Emerson	8	204
NURS 113L Nursing Fundamentals Lab sec 201	8/17/20-10/10/20	Tuesdays/Thursday 0900-1500	Sarah Bogar	8	204

NORTHERN NEW MEXICO COLLEGE FALL 2020 OPERATIONS PLAN

NURS 113L Nursing Fundamentals Lab sec 202	8/17/20-10/10/20	Tuesdays/Thursday 0900-1500	Margaret Zak	8	205
NURS 113L Nursing Fundamentals Lab sec 203	8/17/20-10/10/20	Wednesdays 1330 - 1930 Fridays 0900-1500	Anne Reines	8	205
NURS 1114L Health Assessment Lab sec 201	10/11-12/11/20	TBA dates for skills practice labs and final skills check offs if possible	TBA	8	Taught via Shadow Health Virtual Health Assessment
NURS 1114L Health Assessment Lab sec 202	10/11-12/11/20	TBA dates for skills practice labs and final skills check offs if possible	Margaret Zak	8	Taught via Shadow Health Virtual Health Assessment
NURS 1114L Health Assessment Lab sec 203	10/11-12/11/20	TBA dates for skills practice labs and final skills check offs if possible	Sarah Bogar	8	Taught via Shadow Health Virtual Health Assessment
Nurse Aide skills labs from spring semester-need to complete skills check offs	Late July/Early August 2020	TBA	Jesse Emerson	10	204

Skills Labs that will be given Face-to-Face Exception

Course name/number/sec	Dates (rechecked 6/29/20, ax)	Days and Times	Instructor/support staff	# of students	Room #
	<b>N 2217 L</b> Tuesday 9/1 section 202 Tuesday 10/6 section 203 <a href="#">Friday 10/2 section 201</a>				
	<b>N 2218 L</b> Tuesday 9/1 section 201 Tuesday 10/6 section 202 <a href="#">Friday 10/2 section 203</a>				

N2217L Maternal NB Clinical (3 Skills Labs for three 5 week rotations)  One part will be SIM	Section 202, <del>8/25/20</del>	Tuesday 8am-3pm	O'Halloran	n = 20 Each section will only be max of 7 students	201
	Section 203, <del>9/29/20</del>	Tuesday 8am-3pm			
	<u>Section 201, 10/2/20</u>	Friday 8am-3pm			
N2218L Pediatric Clinical (3 Skills Labs for three 5-week rotations)  One part will be SIM	Section 201, <del>8/25/20</del>	Tuesday 8am-3pm	Khalsa	n = 20 Each section will only be max of 7 students	201
	Section 202, <del>9/29/20</del>	Tuesday 8a-3pm			
	<u>Section 203, 10/2/20</u>	Friday 8am-3pm			
N2225L (one Tuesday group)	August 25 (Tuesday)	Need times	Colgan	~7	201
N2225L (two Thursday groups)	August 27 (Thursday)	Need times	Reines & Williams	~13	201

*References for Nursing Section Above*

American Association of Colleges of Nursing (2020). Considerations for COVID-19 preparedness and response in U.S. schools of nursing. AACN. Retrieved from: [www.aacnursing.org](http://www.aacnursing.org)  
Centers for Disease Control, (2020). Coronavirus (COVID-19). Retrieved from: [www.cdc.gov](http://www.cdc.gov)

New Mexico Department of Health (2020). What you need to know about Corona virus disease— Covid -19. Retrieved from: <https://cv.nmhealth.org/wp-content/uploads/2020/04/2019-ncov-factsheet-NMDOH.pdf>

**Academic Testing**

The College will allow case-by-case exceptions for certain testing requirements. For example, the College maintains a High School Equivalency program that has been rated in the

top three programs in the nation for three years in a row. There are no alternatives (online testing, etc.) for the HISET completion tests. The College converted its Northern Event Center (one of the largest indoor spaces on our Española campus) into a temporary testing facility, whereby students will be more than 12 feet apart at all times (the stations are approximately 20 feet apart) and monitored by a test proctor fully versed in virus mitigation procedures.

### Health Provider Partnerships

Northern has partnered with two local entities to provide coronavirus testing for our personnel and their families. First, NNMC partnered with *Las Clinicas del Norte (LCDN)*, to provide testing to all interested students, faculty, staff, and immediate family members. In June, 68 Northern personnel were tested (in the northwest parking lot of our Española campus). We are happy to report that all 68 tests came back negative. We realize that this perfect record likely will not last forever, but we are encouraged that our processes and procedures have helped to mitigate the spread of the virus among our team-members, and thus we will continue to advocate for our stringent health and safety practices. Northern has also conducting periodic tests on our El Rito campus in partnership with LCDN, open to all community members.

We hosted a second Española campus testing event, this time open not just to Northern personnel, but to all community members. This testing occurred on July 27 in the same parking lot on our Española campus, and is being done in partnership with the *New Mexico Department of Health (NMDoH)* and *Las Cumbres Community Services (LCCS)*. Northern plans on continuing its strong relationships with NMDoH, LCCS, and LCDN to continue to provide robust testing opportunities for our college and our community.

Northern has appointed its Vice President for Finance and Administration to be the institution's point of contact to NMDoH for the purposes of contract tracing and analysis. Northern will use its own entry control point logs to assist with contact tracing efforts in case an identified positive case has been on either campus, including notifying other individuals who had been on the same campus that day. Any individuals contacted in this process will be required to self-quarantine for 14 days in observance of state and federal guidelines.

Northern also has an excellent relationship with Presbyterian Española Hospital, which is one of the community's largest regional medical centers. Although 95% (or more) of Northern's curricula will be given online, Northern is partnering with Presbyterian for its Rapid Response Testing function for our students, faculty and staff in support of the 5% of classes that must be done in an on-campus modality. In addition, before Northern's personnel went on lockdown in March, the facilities staff on the president's orders reconfigured the Eagle Sportsplex on the Española campus to allow for the possibility of a hospital annex there (vinyl flooring was placed over the basketball court and bleachers were retracted to optimize space). Northern's president has been in contact with the Army Corps of Engineers to discuss details.

### Athletics

Northern has cancelled its fall programming (which only affected cross country) and will be making a decision on winter sports (basketball) in the coming weeks. At this point, Northern is not satisfied that the guidelines presented by the National Association of Intercollegiate Athletics (NAIA) are sufficient to protect students, coaching staff, and others associated with athletic activities. But we will continue to discuss options with the organization. One complicating factor is that the NAIA has so far rejected our proposal to extend eligibility requirements for our student-athletes (which would give them another year of access to academic courses without penalizing them for the college's decision to postpone athletics for a season), so the college may end up losing students to institutions that are more aggressive at participating despite the risks.

### Communications

The NNMC Communications and Marketing Office is responsible for the coordination and distribution of up-to-date information regarding the changes and adjustments in our operations. Institutional information will be communicated through a variety of means (see below) to all stakeholders.

NNMC utilizes various communication methods including email, website alert banners, text messaging, Facebook, Instagram, YouTube videos, and outside media outlets such as print and/or digital newspapers and radio. Day-to-day course-level communication between faculty and students are done primarily via Blackboard and email. The College President also delivers a weekly video with institutional-level updates.

For institution-wide messaging, the website will be the primary means of transmitting information, which includes a Frequently Asked Questions (FAQ) section to capture concerns that the leadership team observes as emerging issues and a new website chat feature. All College students, faculty, and staff are included in an emergency alert system that delivers text messages to personal cell phones. The alert system will only be used to signal urgent updates to the website information platform. Also, the College created a special email account (Covid19@nnmc.edu) so that any College or community member can send messages, ask questions, or offer specific information to the College for possible inclusion in broadcast messaging.

Finally, NNMC has recently contracted *Signal Vine* which is a two-way communication texting platform that is currently being deployed to improve communications among stakeholders via a cell phone messaging system.

### Looking Ahead to Spring 2021 and Beyond

NNMC typically plans its spring calendar in mid-September each year. In all likelihood, there will not be clarity on the potential for a widely available vaccine to the virus by then. Thus, the College will engage in preparations this fall for the possibility of continuing our current

course of action in spring 2021. We will continue to assess the situation and will only transition to more face-to-face programming based on two primary variables: (1) the accessibility and availability of a viable vaccine; and/or (2) the presence of herd immunity in our state and region. The college may also consider allowing a few more courses in a face-to-face modality, particularly in the Branch Community College, with hands-on classes in plumbing and electrician programs originally slated to start in January 2021. However, such exceptions will only be made, as they are this fall with nursing, once all mitigation considerations have been met. The College will continue to keep the health and safety of its students, faculty, staff and community as the primary drivers of our strategic and operational decision-making.